

Mr. Colby:

1. I have scheduled an appointment for []
to see you at 2:30 today.

AT

2. [] has requested an appointment with
you today on a "sensitive" matter. I have put him on for 4:00.

AT

3. [] and Mr. Briggs asked for some time today to
discuss a letter on the budget. I've put them on for 3:30.

Barbara
12 September 72